

☐ UNCLASSIFIED☒ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reduction of Energy Use by the Federal Government

FROM:

Director of Logistics

EXTENSION

NO.

DATE

13 February 1979

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D24 Hqs.

2.

3.

DDCI

4.

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11.

12.

13.

14.

1 &amp; 3:

Attached is a memorandum for DDCI's signature to Dr. Schlesinger in response to the President's memorandum.

As a follow-on, we will issue an employee notice on the subject. We will also instruct all of our organizations involved in energy conservation to review their programs and to report accomplishments for inclusion in the Agency's annual report to the Department of Energy on energy management.

James H. McDonald  
Director of Logistics

25X1